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## SECTION 300: PROJECT INITIATION

### 300.1

#### PROJECT INITIATION

After requests have been submitted by the Institutions, Agencies and Departments and have been reviewed by the Bureau Staff, Projects receiving funding must be officially documented on a *Standard Approval Form - Record of Action* as shown in the sample below:

#### INSTITUTIONS OF HIGHER LEARNING MISSISSIPPI STATE UNIVERSITY

##### '99 Roofing Program                      105-999

The Bureau of Building, Grounds and Real Property Management approved the following:

- (a) Initiating the following new repair and renovation project:

Project # 105-999    Title: '99 Roofing Program

- (b) Total Project Budget: \$200,000.00

Scope: Reroof Buildings X, Y and Z located on the Mississippi State University campus.

- (c) Transferring \$100,000.00 to subject project from the 1999 General Fund Account.

- (d) Executing a contract with the following Professional firm:

Professional Assignment:

John Smith & Associates, P.A.

Jackson, Mississippi (AW-PP001)

Contract Type: C

- (e) Appointing the following Consultant for the Professional - John Smith & Associates, P.A.:

Asbestos Consultant:

Irving Levin Asbestos Consultant

Jackson, Mississippi

- (f) Establishing a Receivable in the amount of \$100,000 to be received from the University.

ESTIMATED PROJECT BUDGET: (C - Roofing)

ESTIMATED CONTRACT	\$ 180,000.00
FEES: JOHN SMITH	15,000.00
OT001: Advertisements	50.00
Contingency	<u>4,950.00</u>
TOTAL PROJECT BUDGET	\$ 200,000.00

FUNDS AVAILABLE:

1999 General Funds	\$ 100,000.00
MSU Receivable (Funds To Be Received: \$100,000)	<u>          .00</u>
TOTAL FUNDS AVAILABLE	\$ 100,000.00

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When a Project is initiated, certain pertinent information is assigned to that Project on the *Standard Approval Form - Record of Action* and cannot be changed without the written permission of the Bureau.

**Project Information**

- \* Project Classification
- \* Funding Source
- \* Transfer of Funds
- \* Professional Assignment
- \* Consultant Assignment
- \* *In House* Project
- \* Estimated Project Budget
- \* Funds Available
- \* Originator
- \* Approval

1. **Project Classification:** Projects are classified as Capital Improvement, Repair and Renovation, Furniture and Equipment, or Land Acquisition. [See **Section 200.**]

a. **Project Number:** This Number should appear on all subsequent documents and correspondence. Project numbers have six (6) digits. The first three (3) digits identify the Institution, Agency, or Department. The last three (3) identify a specific project.

b. **Project Title:** Project's Title should appear on all subsequent documents and correspondence. This Title is as important as the Project Number for identification and legal purposes.

2. **Funding Source:** Depending on legislative action, funding sources may vary from line item, discretionary, repair and renovation, preplanning, or outside contribution. [See **Section 200.**]

a. **Scope:** The Scope of the Project is based on the request submitted by the Using Agency and may not be altered without the Bureau's written approval.

3. **Transfer of Funds:** Transferring the funds to the Project is a depository procedure in order to place the funds in the Project for expenditure.
4. **Professional Assignment:** A Professional is selected through the selection process and assigned a fee schedule. [See **Section 400.**]
5. **Consultant Assignment:** If the Professional requires the assistance of a Consultant, one may be assigned. Once a Consultant has been approved by the Bureau, no changes may be made without the Bureau's written approval.
6. ***In House* Project:** If the Using Agency has personnel to perform the planning process outlined in this Manual, the Using Agency may serve as the Professional and will receive no fee for the services provided.
7. **Estimated Project Budget:** Initially, each Project is given an estimated budget. The Professional will submit a revised estimated budget after the planning process begins. The Estimated Project Budget should remain within the funds available and may not exceed this amount without the Bureau's written approval.
8. **Funds Available:** The *Standard Approval Form - Record of Action* will show the total funds available at any given time during the life of the Project.
  - a. **Receivable:** The Using Agency should notify the Bureau of its intent to send funds to support the Project, the amount and the kind of funds.
9. **Originator:** The Bureau Staff member assigned to the Project will initiate the *Standard Approval Form* and be responsible for correlating all data during the life of the Project.
10. **Approval:** The Bureau Director has the responsibility of approving all official actions of the Bureau. No *Standard Approval Form - Record of Action* is official until it has been approved and signed by the Bureau's Director.

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**300.2****MASTER CODE**

The master code is as follows:

<b>INSTITUTION/AGENCY/DEPARTMENT</b>	<b>MASTER CODE</b>
<b>INSTITUTIONS OF HIGHER LEARNING</b>	100
Alcorn State University	101
Delta State University	102
Jackson State University	103
Mississippi University for Women	104
Mississippi State University	105
Mississippi Valley State University	106
University of Mississippi	107
University of Southern Mississippi	108
University Medical Center	109
USM - Gulf Coast Research Laboratory	110
Mississippi Center for Education & Research	111
MSU - Division of Agriculture, Forestry & Veterinary Medicine	113
Veterinary Diagnostic Lab (Pearl)	113
USM – Gulf Park	114
USM – Stennis	115
<b>COMMUNITY AND JUNIOR COLLEGES</b>	200
Coahoma Community College	201
Copiah-Lincoln Community College	202
East Central Community College	203
East Mississippi Community College	204
Hinds Community College	205
Holmes Community College	206
Itawamba Community College	207
Jones County Junior College	208
Meridian Community College	209
Mississippi Delta Community College	210
Mississippi Gulf Coast Community College	211
Northeast Mississippi Community College	212
Northwest Mississippi Community College	213
Pearl River Community College	214
Southwest Community College	215
Hinds Community College – Utica Campus	216
Greenville Higher Education Center	217
<b>DEPARTMENT OF HUMAN SERVICES'</b>	
<b>DIVISION OF YOUTH SERVICES</b>	310
Columbia Training School	311
Oakley Training School	312
<b>DEPARTMENT OF CORRECTIONS</b>	320
Mississippi State Penitentiary (Sunflower County)	321
Central Mississippi Correctional Institute (Rankin County)	322
South Mississippi Correctional Institute (Greene County)	323

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<b>DEPARTMENT OF PUBLIC SAFETY</b>	
Department of Public Safety	331
Law Enforcement Officers' Training Academy	332
<b>DEPARTMENT OF AGRICULTURE &amp; COMMERCE</b>	341
Fair Commission	343
Agriculture Museum	345
Mississippi Sports Hall of Fame	346
<b>OFFICE OF CAPITOL FACILITIES</b>	350
Charlotte Capers Building	351
Central High School Legislative Services Building (MDE)	352
Heber Ladner Building	353
Robert E. Lee Building	354
Carroll Gartin Justice Building	355
Governor's Mansion	356
New Capitol Building	358
Old Capitol Building	359
Walter Sillers Building	360
War Memorial Building	361
Woolfolk State Office Building	362
Manship House	364
Burroughs Building	365
Robert G. Clark Building (301 Building)	367
Governor's Office	368
515 East Amite Street	369
Department of Finance and Administration	371
State Service Center - Hattiesburg	373
Bolton Building	374
Capitol Centre	375
Air Transport	376
Veterans Memorial Stadium	378
Office of Surplus Property	380
<b>DEPARTMENT OF MENTAL HEALTH</b>	400
East Mississippi State Hospital	411
Mississippi State Hospital	412
Boswell Regional Center	421
Ellisville State School	422
Hudspeth Regional Center	423
North Mississippi Regional Center	424
South Mississippi Regional Center	425
North Mississippi State Hospital	426
South Mississippi State Hospital	427
Central Mississippi Residential Center	428
Juvenile Rehabilitation Facility – Brookhaven	429
Specialized Treatment Facility – Gulf Coast	435
<b>MISCELLANEOUS INSTITUTIONS/AGENCIES/DEPARTMENTS</b>	500
Mississippi Children's Rehabilitation Center	443
Department of Archives & History	501
Mississippi Industries for the Blind	502
Bureau of Building, Grounds and Real Property Management	503
Mississippi Employment Security Commission	504

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State Fire Academy	505
Forestry Commission	506
Veteran's Affairs Board	507
Mississippi Library Commission	511
Addie McBryde Center for the Blind	512
Grand Gulf Military Monument Commission	513
Natchez Trace	514
Mississippi Emergency Management Agency	516
Military Department and Air Transport	517
Department of Revenue (ABC & MVC Divisions)	518
Workers' Compensation Commission	519
Department of Transportation	520
State Department of Health	522
Public Employees Retirement System	523
National Space Technology Laboratory	524
Department of Rehabilitation Services	525
Mississippi Development Authority	526
Information Technology Services	527
Mississippi Department of Marine Resources	550
<b>DEPARTMENT OF EDUCATION</b>	<b>551</b>
Mississippi Schools for the Blind and Deaf	552
Mississippi School of the Arts	553
Oil & Gas Board	565
Mississippi Coast Coliseum Commission	570
Mississippi Port Authority	571
Yellow Creek Inland State Port Authority	572
Pat Harrison Waterway District	573
Tombigbee River Valley Water Management	574
<b>DEPARTMENT OF ENVIRONMENTAL QUALITY</b>	<b>600</b>
Bureau of Geology & Energy Resources	650
Bureau of Land & Water Resources	660
Bureau of Pollution Control	670
<b>DEPARTMENT OF WILDLIFE, FISHERIES &amp; PARKS</b>	
Division of Parks & Recreation	601
Carver Point State Park	602
Casey Jones State Park	603
Clarkco State Park	604
Gulf Marine State Park	605
Great River Road State Park	606
Holmes County State Park	607
Hugh White & Carver Point State Park	608
J.P. Coleman State Park	609
Lefleur's Bluff State Park	610
John W. Kyle State Park	611
Lake Lowndes State Park	612
Leroy Percy State Park	613
Florewood River Plantation	614
Nanih Waiya State Park	615
Natchez	616
Paul B. Johnson State Park	617
Percy Quinn State Park	618
Roosevelt State Park	619

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Tishomingo State Park	620
Sam Dale State Park	621
Tombigbee State Park	622
Vicksburg State Park	623
Wall Doxey State Park	624
Winterville Mounds State Park	625
George Payne Cossar State Park	626
Golden Memorial State Park	627
Shepard State Park	628
Fort Maurepas State Park	630
Buccaneer State Park	631
Legion Lake State Park	632
Trace State Park	633
Lake Lincoln State Park	634
Natural Science Museum	640
Division of Geology	650

LEASES	850
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### 300.3

#### PROFESSIONAL SELECTION PROCESS

The primary objective of the Professional Selection process is to choose individuals, or firms, to provide professional services to the State of Mississippi which result in the best building for the Using Agency. In addition, the intent of the process is to disseminate work among qualified firms who can deliver quality-designed projects on time and within the funds available.

It is the policy of the Bureau to employ Architects, Engineers and Consultants who are not only licensed to work in Mississippi, but who are, in fact, Mississippi residents. [**Mississippi Code 1972, Annotated**, Section 73-1-1 and Section 73-13-1] When the expertise needed in particular instances is not available in Mississippi, the Bureau will consider professionals who are not Mississippi residents.

The Professional Selection policy is outlined in **Section 400**.

### 300.4

#### CONSULTANTS (modified Dec 2013 SoS)

If the Basic Services Consultants are not selected during the Professional Selection Process, the principal professional architect selected will immediately submit to the Bureau the names of structural, mechanical and electrical consulting engineers in the order of preference. If an Engineer has been named the principal Professional of the Project and the Project will require additional engineering and architectural assistance, the Engineer will submit the names of consulting engineers and architects in the order of preference for consideration by the Bureau.

If other Basic Services Consultants are needed, such as hazardous or civil, the principal Professional submits names in order of preference for consideration. Approval of *in house* preparation of asbestos, mechanical, electrical or structural portions of the Contract Documents without the use of an outside consultant must also be obtained prior to beginning the Work.

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Basic Services Consultants selected by the Professional should have an *M54 Architect-Engineer and Related Services Questionnaire Form* [See **Appendix 400.**] on file with the Bureau prior to approval. To verify if a prospective Consultant has this information on file, the primary Professional may contact the Bureau office during regular working hours. If the proposed Consultant does not have an *M54* on file, one will be forwarded to the Consultant to complete and return and can be found on the web.

The contractual agreement between the Professional and the Consultant will include inspection services.

### **300.5**

#### ***IN HOUSE PROJECTS*** (modified Dec 2013 SoS)

The Bureau may grant approval to a Using Agency to accomplish a Project *in house*. If a Using Agency submits a request for an *in house* Project, it may agree to act as the Professional. Or, in some cases, the Using Agency may request to act as the Contractor. In either case, the Using Agency agrees to follow all procedures and requirements set forth in this Manual.

More specifically, when the Using Agency serves as the Professional, it agrees to the Bureau's approval process which includes, but is not limited to:

1. The Using Agency will submit all design documentation to the Bureau for approval prior to bidding, or solicitation of quotes.
2. All Documents prepared for an *in house* Project will bear the seal of the responsible Architect or Engineer.
3. The Using Agency may publish the *Advertisement for Bids* and receive the bids. Or, the Bureau may be requested by the Using Agency to perform this task.
4. If the Project is over \$5,000.00 and under \$50,000.00 and will not be bid, state purchasing laws must be followed which requires the solicitation of two (2) written quotes by the Using Agency and component breakdown. The Bureau, et al, encourages competitive quotes for even under \$5,000.00.
5. All bids received by the Using Agency, or solicited quotes, must be submitted to the monthly PPRB by the Bureau for approval prior to issuance of a Contract.
6. After PPRB approval, the Using Agency will prepare the Contract for the Bureau's signatures and approval. Or, the Bureau may be requested to prepare the Contract by the Using Agency.
7. No fees for Professional services will be paid to the Using Agency.
8. Code 73-13-45 will be followed for requirement of a Professional.

More specifically, when the Using Agency serves as the Contractor, it agrees to the Bureau's approval process which includes, but is not limited to:

1. Bidding documents will be prepared for materials required and the documentation must be approved prior to bidding.
2. Personnel regularly employed by the Using Agency will not be paid.
3. If the Using Agency's personnel performs the work, reimbursement will be made for materials only. [See **Section 400** entitled *Codes and Policies* for details regarding *Reimbursements*.]

(Note: See also Bureau, et al, web which includes a document entitled "Quote Checklist" which includes some details and Codes regarding bids OR quotes for planning through construction.)

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## 300.6

### OWNER/PROFESSIONAL RELATIONSHIP

All Contracts for Professional services exist between the Bureau and the Professional. Any *Standard Form of Agreement Between the Owner and the Professional* (Percentage, Roofing, Asbestos, Etc.) details the obligations and responsibilities of each party. [See **Contracts**.] From the beginning of a Project, the Professional will be directly responsible to the Bureau who is the Owner.

Copies of all Drawings, Project Manuals, reports and other materials relating to the Project prepared by the Professional will be transmitted directly to the Bureau and copies simultaneously submitted to the Using Agency. Any comments the Using Agency may have regarding the documents should be forwarded to the Bureau in writing as soon as the Documents have been reviewed by the Using Agency staff.

The Bureau will communicate all approvals, rejections, change requirements and other similar information to the Professional in writing. Necessary information will be coordinated by the Bureau with the Using Agency and other related parties.

## 300.7

### PROFESSIONAL COMPENSATION

At the time the Project is initiated, the Professional will be assigned a fee calculated as a percentage of construction cost derived from a basic fee formula of a fixed number (X) divided by the common logarithm of the actual construction cost (C). There are five (5) basic fees and building classifications are as follows:

Type A: Projects of simple, utilitarian character without complication or detail and with a high degree of repetition, such as parking structures, garages, loft type structures, warehouses (exclusive of automated equipment), industrial buildings and farm structures.

Type B: Project of simple character requiring normal attention to design, detail, and with moderate repetition, such as armories, apartments, bakeries, cold storage facilities, exhibition halls, freight facilities, hangers, manufacturing, industrial plants, motels, office buildings (without tenant improvements), packaging and processing plants, printing plants, public markets, roads, skating rinks, and service garages.

Type C: Projects of conventional character requiring normal attention to design and detail, complete with complete mechanical and electrical systems, such as bridges, cinema, college classroom facilities, convention facilities, dining halls (institutional), dormitories, fire stations, gymnasiums\*, hotels, laundries and cleaning facilities, marinas, nursing homes, office buildings (with tenant improvements), parks, playground and recreational facilities, police stations, post offices, publishing plants, restaurants, schools (elementary and secondary), specialty shops, stadiums, transportation terminals, welfare buildings, neighborhood centers and similar recreational facilities, banks, exchanges and other financial institutions, extended care facilities, libraries, medical schools, medical office facilities and clinics, mental institutions, mortuaries, public health centers, religions facilities, research facilities, central utilities plants, water supply and distribution plants, sewage treatment and underground systems, electrical sub-station and primary and secondary distribution systems.

\* Simple, prefabricated-pre-engineered, minimum types shall be classified under Classification B.

Type D: Projects of specialized character requiring a high degree of skill in design, containing large amounts of complex scientific mechanical and electrical equipment, such as aquariums, auditoriums, airport control towers, art galleries, breweries, college buildings with special facilities, communications buildings, correctional and detention facilities, exposition buildings, hospitals, laboratories, observatories, theaters and veterinary hospitals. All historical facilities requiring complete restoration, except historical facilities being repaired only are a C classification.

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Type E: Projects of detail character requiring elaborate planning and execution and devoid of repetition, such as mausoleums, memorials, monuments, museums, residences, and specialized decorative buildings.

$$\text{A Fee percentage formula} = \frac{35}{\text{Log C}} \quad \text{A Fee amount formula} = \frac{C (35)}{(\text{Log C})}$$

$$\text{B Fee percentage formula} = \frac{40}{\text{Log C}} \quad \text{B Fee amount formula} = \frac{C (40)}{(\text{Log C})}$$

$$\text{C Fee percentage formula} = \frac{42}{\text{Log C}} \quad \text{C Fee amount formula} = \frac{C (42)}{(\text{Log C})}$$

$$\text{D Fee percentage formula} = \frac{44}{\text{Log C}} \quad \text{D Fee amount formula} = \frac{C (44)}{(\text{Log C})}$$

$$\text{E Fee percentage formula} = \frac{46}{\text{Log C}} \quad \text{E Fee amount formula} = \frac{C (46)}{(\text{Log C})}$$

If the Project embraces substantial renovation and/or repairs, then the Owner will approve a total fee which shall be 115% of the basic fee shown above. The fee will be increased or decreased accordingly if the Construction Contract amount is increased or decreased. If an increase occurs to the Construction Contract as a direct result of the Professional's errors or omissions, the Owner may elect not to increase the fee.

Asbestos Abatement Contracts are figured on a type C fee percentage; however, in no instance will the fee be less than one thousand dollars (\$1,000.00). From time to time, the Owner will prepare and issue special Professional contracts for unique projects which depart from the above outlined percentages.

Roof Contracts are calculated on a type C fee percentage; however, in no instance will the fee be less than \$1,000.00. From time to time, the Owner may prepare and issue special Professional contracts for unique projects departing from the above outlined percentages.

### **300.8**

#### **BUREAU'S ACCOUNTABILITY**

Since appropriation of funds is made directly to the Bureau of Building, Grounds and Real Property Management, the Bureau is solely accountable for the management of these funds and will do so to the best of its ability without error. Therefore, the Bureau assumes the responsibility of Owner in all contractual matters regarding the hiring and administration of Professional services using these appropriated funds.

### **300.9**

#### **PROFESSIONAL'S RESPONSIBILITY**

The Professional is responsible for development of the preliminary Construction Documents within the funds available and working with the Bureau to adjust the Project if the program requirements cannot be met. The Professional will communicate directly with the Bureau in all matters of scope, budget, testing and time.

The Bureau will not assume financial responsibility for any modifications or compensations to the Professional or Using Agency for delays, costs, or damages incurred as a result of actions taken by the Professional at the request of the Using Agency without the Bureau's approval.

All Documents prepared by the Professional will bear the seal of the responsible Architect or Engineer.

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**300.10****USING AGENCY'S RESPONSIBILITY**

The Using Agency must provide information regarding programming, surveys, drawings of existing facilities, asbestos data, furniture and equipment requirements, and any other pertinent documents necessary to successfully and expeditiously plan the Project.

The Using Agency may not authorize, or request, any work to be performed by the Professional which would expand, reduce, divide, or otherwise modify the scope, budget, or time schedule. If such changes are desired, these should be addressed in writing to the Bureau Staff. After investigation, the Bureau Staff will convey the modification decisions to the Professional and so notify the Using Agency.

When the Using Agency has been approved by the Bureau for *in house* design, the relationship of the designer to the Bureau is the same as outlined above for a Professional with whom the Bureau has contracted directly.

**300.11****CHANGES**

No changes in the Project's approved scope, budget, or program will be permitted unless written justification by the Using Agency, or the Professional, has been submitted to the Bureau. The Using Agency and Professional will be notified by the Bureau in writing if the proposed changes are approved. No action should be taken by the Professional until the Bureau's approval has been received.